



CITY OF ATLANTA

Job Announcement

ADMINISTRATIVE SERVICES MANAGER

STARTING SALARY RANGE: \$51,739 - \$70,515

Salary Grade: 27

Applications Accepted From: March 29, 2005 until vacancy is filled or until April 8, 2005

Minimum Job Requirements *

Applicants for this position must have a bachelor's degree in Business Administration, Public Administration, or related field. Master's degree preferred; **and** five years of progressively responsible management experience in human resources, fiscal, or administrative operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Duties of the Job

This position manages administrative support services necessary to evaluate, coordinate, and manage the activities of the Procurement Department. Duties include, but are not limited to: directing activities; coordinating administrative activities with other agencies; reviewing applications; representing the department at meetings directed by the Commissioner; instructing on administrative policies and procedures; coordinating support services such as human resources, payroll, training, safety, budget preparation, financial management, accounts payable/receivable, grants management and assessments, if applicable; managing the department's overall day-to-day office operations responsibilities; providing office technology management; and performing additional duties, as assigned.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

***The examination for this job will consist of an evaluation of applicant training and experience. Offer of employment is contingent upon the successful completion of background check, verification of qualifications, drug screen and physical examination.**